
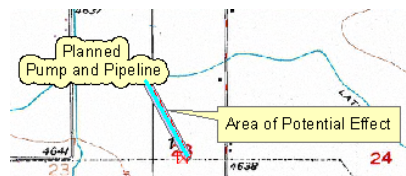
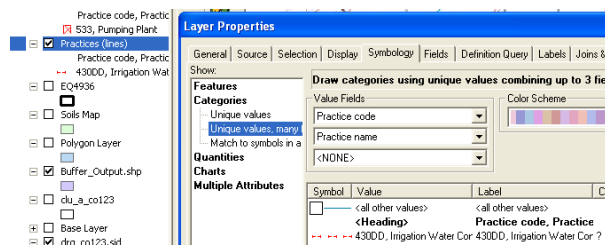



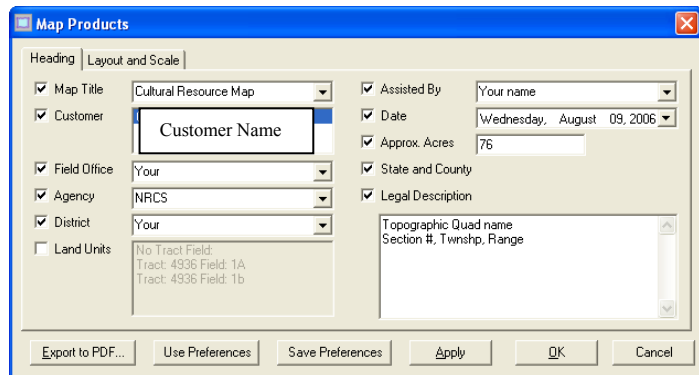
Creating Cultural Resource Maps for Toolkit Customer Folders

The following steps will assist field office staff in creating standard cultural resource (CR) maps that meet agency requirements.

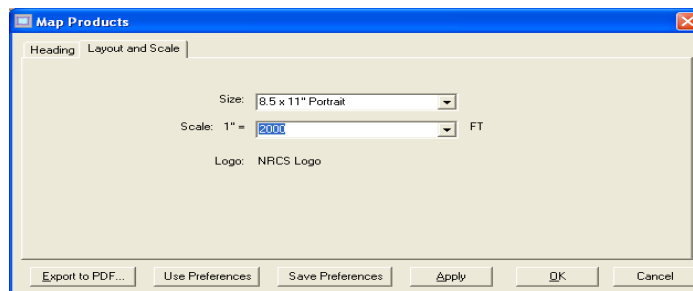
1. Using ArcMap and standard Toolkit procedures, digitize and attribute the structural practices for the conservation plan.
2. Important: Before modifying your conservation plan map to create a cultural resource map, following the procedure below, click **File – Save As...**, from the Main Menu at the top of the page, and save the consplan.mxd as cultural_resources.mxd. This is necessary because there can be only one layout view for each data frame (filename.mxd), so the cultural resources layout view will over-write the layout view already created for the conservation plan map, or other layout created for this filename.mxd.
3. Click on the Add Data  button in ArcMap to add a topographic background layer for the conservation plan field area. Topographic map layers are stored in F:\Geodata\Topographic_images. You may have both individual quadrangle image files and a county wide (sid format) mosaic file available; you can use either file type.
4. Make sure the practice layers in the table of contents are above the topographic layer so they display on top of the topographic background. You can click and drag with the mouse to change the order. Turn off other layers not needed including the Ortho image and the field boundaries.
5. Optional step. Use the Toolkit buffer tool to create a 65 ft. buffer around the practice features and any planned disturbance, as an Area of Potential Effect (APE). Save the result in a new layer in the customer folder and move it below the practice layers in the table of contents.
6. If you haven't done so already, change the symbols for the practice layers to use categories and unique values using the practice code and/or name. Choose the appropriate symbol for each digitized practice from the NRCS Planning symbol set and a color and size that display distinctly on the map background.
7. Create labels and/or drawing annotations to help identify the practice locations and cultural resource Area of Potential Effect (APE).



8. Click on the Toolkit Map Product button . Fill out the map components on the Heading tab as shown, including the map title “Cultural Resources Map”, the customer’s name, Agency NRCS, <your District>, Assisted by <your name>, Date, Approx Acres, State and County and a map quadrangle name and legal description.

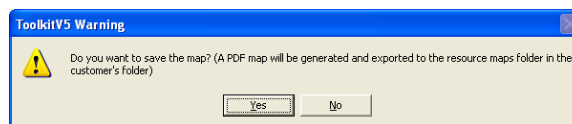


9. Click on the tab labeled Layout and Scale. Choose page size and a Scale of 1” = 2000 FT.

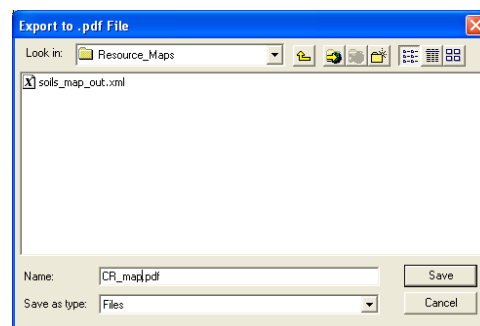


10. Click the OK button to close the map product dialog window.



11. On the Toolkit Warning window click on the button labeled “Yes” to save the Map.



12. Change Look in: to your office Cultural Resources official file folder, specified in Marsha’s Technical Note. Type a file name that follows the recommended protocols, including the customer name, type of document or file, and date created, for example: **John_Smith_CR-map_03-23-07** and click Save.



13. If needed, print the layout view from ArcMap for the office files.
14. Close ArcMap and Toolkit.
15. Send the pdf map created in step 11 to the Area Office or Cultural Resources Coordinator:
- Start a new e-mail message
 - Address the message to the appropriate employee.
 - Attach the map, and/or other CR forms by pulling down the Insert menu, choose File, browse to the saved location in step 11, select the file, and then click the Insert button.

16. - Click the Options button on the toolbar. 
- Select Importance: Normal and Sensitivity: Confidential and click the Close button.
- Add any explanation needed in the e-mail message and click Send. 

Message Options

Message settings

Importance: Normal

Sensitivity: Confidential

Voting and Tracking options

☒ Use voting

☐ Use tracking

Normal
Personal
Private
Confidential

A sample of a completed CR map is attached for your reference.
Sample not to scale:

